

D.R.M: CHANGING THE HOME LOCATION



Destiny Resource Manager™ allows users with full access to the Destiny Resource Manager to change the home location of an instructional device.

In this tutorial you will learn how to:

- ✖✖ Change the home location of a resource

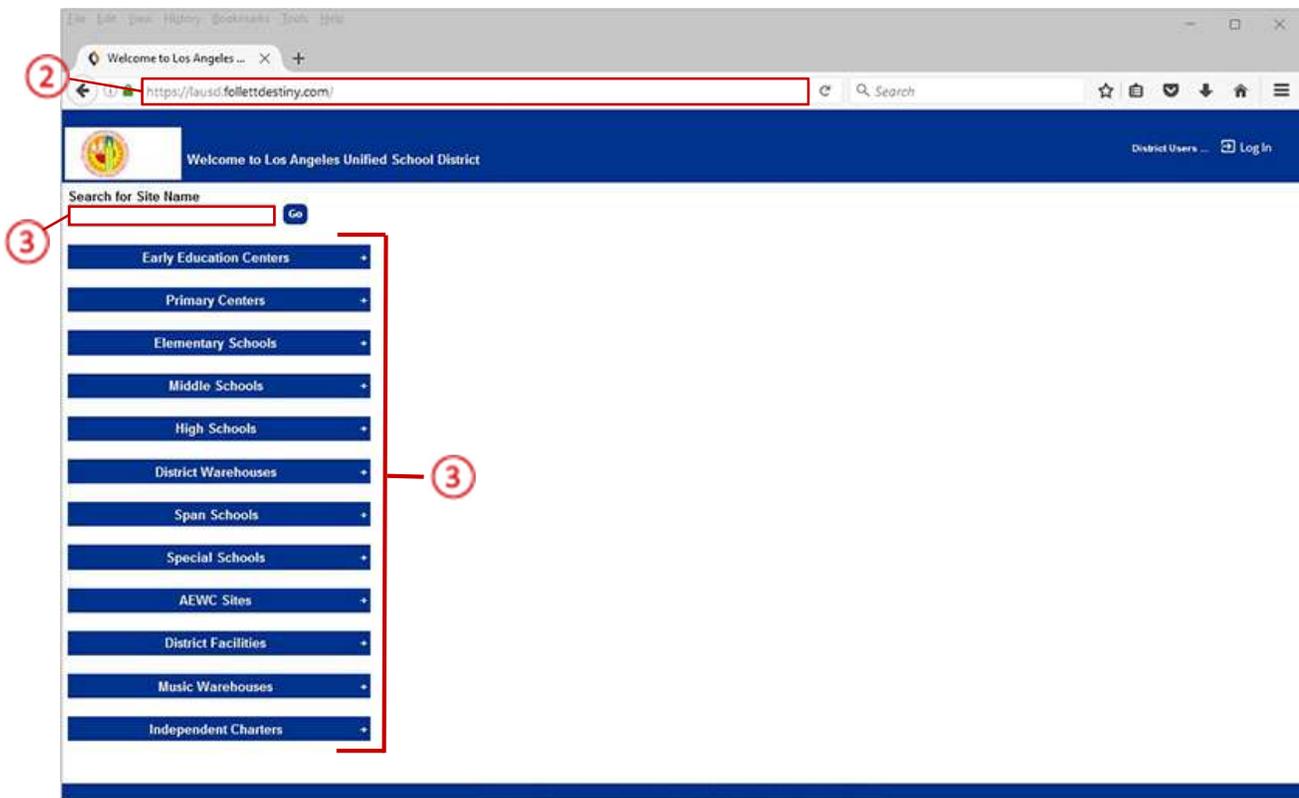
Requirements:

- ✖✖ PC or MAC
- ✖✖ A web browser such as:
 - *Google* Chrome
 - Internet Explorer 
 - *Mozilla* Firefox 
 - Safari 
- ✖✖ Destiny Resource Manager Full Access
- ✖✖ An Internet connection
- ✖✖ An LAUSD Single-Sign on

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STEP 1: LOGIN TO DESTINY

1. Open a web browser
 - Google Chrome 
 - Internet Explorer 
 - Mozilla Firefox 
 - Safari 
2. In the address bar, type the following URL and press the “Enter” key on the keyboard:
 - <http://lausd.follettdestiny.com>
3. There are two (2) ways to find your school:
 - a. In the “Search for Site Name” field, type in the name or location code of your school. Press the “Enter” key on the keyboard or click on the “Go!” button OR
 - b. Click on the “Blue Bar” associated to your school group (e.g. Middle School). Then, find and click on your school’s link.



4. On the school’s “Home” screen, click the “Log In” link located on the upper-right corner and enter your username and password to login.

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STEP 2: CHANGE THE HOME LOCATION

Once logged in, Destiny will default to the “Catalog” tab

1. Click on the “Update Resources” option,

NOTE: Be sure that you are working under the “Individual Update” sub-tab.

2. Click on the “Resource Barcode” field and either type or scan the resource barcode number
3. Click on the “Select Item” drop down menu and select the “Home Location” option from the list
4. Click on the “to” drop down menu and select a new home location from the list
5. At the bottom of the page, you will see the “Add Historical Note” field. Per the CCTP group, this field will **ONLY** be used for students who are not currently showing in Destiny (e.g., new students to the District). If and when you encounter this, please input the following information into the field:

- Patron’s name (Last name, First name)
- Birthdate (mm/dd/yyyy)
- Grade level (Grade 8)

Example: Doe, John, 02/20/2004, Grade 8

6. Once all the information has been entered, click on the “Update” button

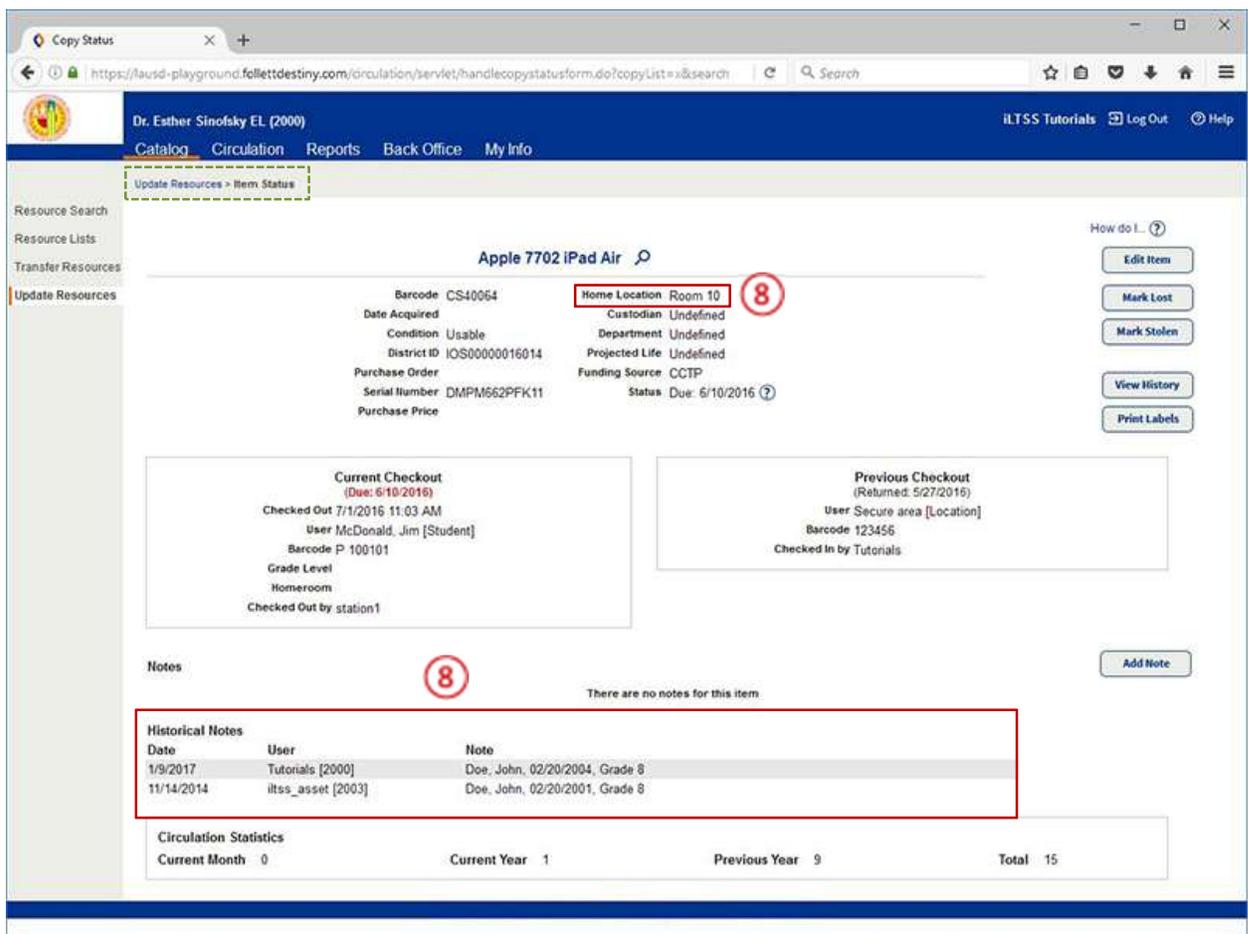
The screenshot shows the 'Update Resources' page in a web browser. The page title is 'Update Resources' and the URL is 'https://lausd-playground.follettdestiny.com/cataloging/servlet/handleindividualupdateassetsform.do'. The user is logged in as 'Dr. Esther Sinofsky EL (2000)'. The page has a navigation menu with 'Catalog', 'Circulation', 'Reports', 'Back Office', and 'My Info'. On the right, there are links for 'iLTSS Tutorials', 'Log Out', and 'Help'. The main content area is titled 'Update Resources' and has a sub-tab 'Individual Update' selected, indicated by a green arrow. The sub-tabs are 'Individual Update', 'Batch Update', and 'Global Update'. The form is titled 'Specify information to change and scan barcode...'. It has a 'Resource Barcode' field with the value 'CS40064' and an 'Update' button. Below this is a 'Home Location' dropdown menu with 'Room 10' selected, and a 'to' dropdown menu with 'Room 10' selected. There are several 'Select an item field' dropdown menus below. At the bottom, there is an 'Add historical note' field with the text 'Doe, John, 02/20/2004, Grade 8'. Red circles with numbers 1 through 6 are placed around the interface to highlight specific elements: 1. 'Update Resources' in the left sidebar; 2. 'Resource Barcode' field; 3. 'Home Location' dropdown; 4. 'to' dropdown; 5. 'Add historical note' field; 6. 'Update' button.

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7. A “Most Recently Updated” note will appear at the bottom of the screen. To check the history and verify that the changes were made, click on the “barcode number link” of the resource, which will take you to the “Item Status” page



8. On the Item Status page, you will see the changes made to the “Home Location” and the “Historical Notes”



Copy Status

https://ausd-playground.follettdestiny.com/circulation/servlet/handlecopystatusform.do?copyList=>#search

Dr. Esther Sinofsky EL (2000) iLTSS Tutorials Log Out Help

Catalog Circulation Reports Back Office My Info

Update Resources > Item Status

Resource Search
Resource Lists
Transfer Resources
Update Resources

How do I... (?)

Edit Item
Mark Lost
Mark Stolen
View History
Print Labels

Apple 7702 iPad Air

Barcode	CS40064	Home Location	Room 10
Date Acquired		Custodian	Undefined
Condition	Usable	Department	Undefined
District ID	IOS00000016014	Projected Life	Undefined
Purchase Order		Funding Source	CCTP
Serial Number	DMPM662PFK11	Status	Due: 6/10/2016
Purchase Price			

Current Checkout (Due: 6/10/2016)

Checked Out 7/1/2016 11:03 AM
User McDonald, Jim [Student]
Barcode P 100101
Grade Level
Homeroom
Checked Out by station1

Previous Checkout (Returned: 5/27/2016)

User Secure area [Location]
Barcode 123456
Checked In by Tutorials

Notes

There are no notes for this item

Add Note

Historical Notes		
Date	User	Note
1/9/2017	Tutorials [2000]	Doe, John, 02/20/2004, Grade 8
11/14/2014	iltss_asset [2003]	Doe, John, 02/20/2001, Grade 8

Circulation Statistics

Current Month	0	Current Year	1	Previous Year	9	Total	15
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